

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p>Section 2</p> <p style="text-align: center;">Answers, Responses, and Objections</p>

This procedure demonstrates the steps to file an answer, response or objection in the CM/ECF system. If this is filed by an attorney and it is his or her initial appearance in the case, it MUST be filed using a primary login code.

The example below demonstrates how to file a “**Response**” to a Motion Modify Chapter 13 Plan. The same steps would be followed for any other type of answer, response or objection.

STEP 1 Select **Bankruptcy** from the main menu.

NOTE - If the answer, response or objection is in an adversary proceeding, click **Adversary** from the main menu.

NOTE - To file an Objection to Transfer of Claim, click **Claim Actions** from the menu options.

NOTE - To file an Involuntary Answer click **Other** from the menu options.

NOTE - To file an Objection to Confirmation of the Plan, click **Plan** from the menu options.

STEP 2 The **Bankruptcy Events** screen will display.

◆ Click **Answer/Response** and two submenu items will display. For our example, click **Reference an Existing motion/application**.

STEP 3 The **Case Number** screen will display. Enter case number and Click **Next**.

STEP 4 Verify the identity of the case. Click **Next**.

STEP 5 Select **Response**. Click **Next**.

STEP 6 At **Select the Party**, click to highlight the party filing the document. If you wish to select more than one, hold the **[Ctrl]** key down and click to highlight the remaining party. Click **Next** if the party is already in the case and go to STEP 8.

◆ If the filer is not already a party in the case, they must be added to the case. Click **Add/Create New Party**. Proceed to STEP 6a.

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STEP 6a At **Search for a party**, each new party must be searched before being added to determine if they already appear in the database.

- ◆ Search by entering the social security number, tax identification number, last name of debtor, or company name of the debtor.

Helpful Search Hints:

- ◆ Name searches are NOT case sensitive.
- ◆ Include correct punctuation, e.g., "O'Brien", "Fisher & Smith Corp." or "555-66-7777."
- ◆ Partial name entries will yield a greater match probability; e.g., searching "McD" will include the names "McDonald" and "McDaniels" and also businesses such as "McDewey Contractors, Inc." "Mc Davis" will not be included due to the space between the "c" and "D."
- ◆ Try alternative search clues if your first search was not successful.

Search results will appear with either a potential name match or "no person found." If one or more appear, click the closest matching name and a pop-up screen will display. Repeat as needed for each potential name. If information in the pop-up screen EXACTLY matches the debtor, click **Select Name from List**. If no EXACT match appears, click **Create New Party**.

STEP 6b At **Party Information**, fill in the respective fields (see Chapter I, Section 3 for entering data in accordance with Style Guide Instructions).

CRITICAL ISSUE - The Address 1 field should be "c/o (attorney's name)" and Address 2 should be the attorney's address. Also, the party's Role MUST be changed using the drop down list and highlighting a selection, such as "Creditor".

After data is entered, click **Submit**.

STEP 7 After adding a party, the filer will return to the **Select the Party** screen. Newly added parties are highlighted. If your party is not already highlighted, click to highlight your party, then click **Next**.

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STEP 7b Click the check box to establish a link between the creditor and the attorney.

CRITICAL ISSUE - If not checked, the attorney filer will NOT receive the NEF (Notice of Electronic Filing).

STEP 8 The **PDF Document Selection** will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option will default to **No**. Click **Next**.
NOTE: If your PDF document exceeds 4 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7, “*Attachments to Documents*” for instructions on how to file attachments.

STEP 9 Click the checkbox to select the event(s) to which this Response relates. Click **Next**.

CRITICAL ISSUE - It is important to select the correct item because it will appear in the docket text.

- ◆ In this example, the **Response** will be linked to the Motion to Modify Chapter 13 Plan. Clicking on the motion's check box. Click **Next**.

STEP 10 The **Docket Text: Modify as Appropriate** screen will display. Click on the arrow to display the prefix options if desired. **NOTE** - You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with that particular letter (e.g., Verified type “v”). Additionally, there is a text box to include additional information if desired. In our example, no prefix or additional text is required. Click **Next**.

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- STEP 11 The **Docket Text: Final Text** screen will display. This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

Docket Text: Final Text

Response to ([3] Motion to Modify Plan (Re: [2] Chapter 13 Plan) filed by Debtor John Q Doe) Filed by Creditor Betty Smith (Cradic, Cam)

- STEP 12 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.
- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
 - ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.